

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 03.15 DATE: December 15, 2022 SUBJECT: Personnel TITLE: Funeral Leave FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS: .08A, .08E; ADs 01.04, 03.01, 03.06, 03.09, 03.10, 03.11, 03.12; Employees Relations Manual Section H-06, www.askanne.aacounty.org/employee-relations-manual/; Anne Arundel County Code, 6-1-305 (b) (4); Memoranda of Agreements between Anne Arundel County and the Fraternal Order of Anne Arundel Detention Officers and Personnel, Inc., AFSCME 582 and AFSCME 2563, Teamsters Local 355 – Maryland Public Employees and Anne Arundel County Detention Sergeants Association 141, AFL-CIO.
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish guidelines for the use of funeral leave.
- IV. Policy:
- A. In the event of a death in their immediate family, employees shall be entitled to leave with pay.
 - B. Immediate family shall include those defined in the Memoranda of Agreements and Anne Arundel County Code for non-represented staff.
 - C. Leave shall be granted as follows:
 1. Fraternal Order of Anne Arundel County Detention Center Officers and Personnel Inc. – three (3) days with an additional two (2) days upon approval of the Superintendent, Correctional Facility Administrator (CFA) or Assistant Correctional Facility Administrator (ACFA).
 2. All other employees – three (3) days.
 - D. An employee shall be prepared to offer valid proof of death and his/her relationship to the deceased upon request by the employee's Supervisor.
 - E. An employee requesting funeral leave shall request through his/her immediate Supervisor. If additional days are permitted to be requested, the employee shall contact the Superintendent, CFA or ACFA for approval.
 - F. The approving official shall ensure the designated timekeeper is advised of the approval for payroll and leave keeping purposes.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.15 dated August 1, 2002
AD 03.15 dated September 2004